Question No	Questions
1.	If MMB needs to bring a consultant in on an "as-needed basis", can you please clarify what the anticipated utilization of that resource would be. (i.e. 30hrs for two weeks)
MMB Response:	The "as needed basis" phrase was intended to convey the point that the State does not anticipate all resources will be needed at the beginning of the project and all resources will not be needed for the full duration of the project. The phrase is intended to convey that resources will be added when they are required. We do not anticipate any resource needed less than full time and we do not anticipate any resource needed for just a few weeks. This may change based on the project plans developed, but this is how we anticipate the project will be conducted.
2.	Is the intent of this RFP to pre-qualify one or more vendors to provide supplemental Project Managers, Business Analyst, and Technical Developers / Admin's on an as-needed basis during the course of the project?
MMB Response:	No. Only consultants submitted in a vendor's official response will be scored and only those consultants may be selected through this Statement of Work. Resumes not submitted at this time can't be considered later for additional positions through this Statement of Work. As noted in a separate question/answer, the State may opt to use other Statements of Work or master contracts to find supplemental resources, if the State determines the need to do so. The State may fill more than one position category through this Statement of Work. Those positions will be filled in rank order of the scores for consultants independent of vendor.
3.	The SOW states that successful responder will supply skilled additional IT professionals…. Could you please confirm how many of each of the following skill sets this project may require on a as needed basis: 1. BA's (i.e. 1 PM, 2 BA's, 3 Upgraders, 4 technical) 2. PM's 3. Upgrader (Tech Analyst) 4. Technical: Dev, Admin's
MMB Response:	No. We cannot determine that number at this time. We are looking for one Project Manager, but the other positions will only be determined as we work through the project planning process. We will score each resume independently and anticipate we will need at least one of each of the positions named.
4.	Please confirm if anticipated utilization for all selected vendor resources will be 40 hours per week, for the life of the project (excluding MMB holidays). If not, please confirm the anticipated utilization for each project resource: 1. PM / anticipated utilization (i.e. 40hrs per week first month, 30hrs the remainder of project) 2. BA / anticipated utilization?

	3. Upgrader / Anticipated utilization? 4. Technical: Dev, Admin /anticipated utilization?
MMB Response:	We anticipate all positions will be full time/40 hours per week as long as the project plan calls for their involvement. For the project manager position, we anticipate the position will be able to manage both the Recruiting Solutions and the SEMA4 Upgrade projects. We would then select one project manager from one Statement of Work and no project manager from the other Statement of Work.
5.	Will MMB need all resources for entire duration of the project? If not, what are the anticipated time periods MMB will need each project resource: 1. PM / anticipated time period needed? 2. BA / anticipated time period needed? 3. Upgrader / anticipated time period needed? 4. Technical: Dev, Admin /anticipated time period needed?
MMB Response:	No. Also, see responses to other questions. We anticipate that the Project Manager and the Business Analyst will help guide us through a fit/gap analysis and a project plan will be developed as a result. We anticipate that developers are unlikely to be needed in the first 3 months.
6.	What are the anticipated end-dates for the different project / resource needs: 1. PM / Project end date? 2. BA / Project end date? 3. Upgrader / Project end date? 4. Technical: Dev, Admin / Project end date?
MMB Response:	See above. We anticipate PM and BA for the duration. Other positions are unknown, but we anticipate developers would be rolled off late in the project.
7.	Is there an incumbent vendor who has previously been providing these services to MMB?
MMB Response:	No. To this point, the State has been analyzing this project without contract resources.
8.	Please confirm that all selected vendor resources will be working 100% of their time on the project at MMB offices located at 658 Cedar St., Suite 400 St. Paul, MN 55155
MMB Response:	Yes, that is the plan.
9.	Please confirm that MMB will provide selected vendor resources with the necessary workspace, hardware, software, and desktop/laptop computer to perform the duties outlined in this SOW.

MMB Response:	Yes.
10.	Regarding "References" portion of the response requirements, please confirm that MMB expect references for the submitted resources and not specific vendor references?
MMB Response:	Yes, we are scoring individual resource resumes for experience and references.
11.	Will selected vendor resources be required to perform off-hours, on-call support work?
MMB Response:	None is anticipated, except for unusual or unique events, such as implementation weekend.
12.	What is the anticipated daily work schedule for selected vendor resources (8AM to 5PM, Monday thru Friday)?
MMB Response:	The work schedule can be flexible within certain days/timeframes. 4 day work weeks, for example, may be permitted for some resources, depending on needs of the State staff to interact. Generally, we are expecting work hours between 7 AM and 6 PM, M-F.
13.	Please confirm whether selected vendor will be paid on an hourly basis for services provided under awarded contract, based on MMB approved resource timesheet, or if selected vendor will be paid based on completed/signed-off deliverables?
MMB Response:	Vendor will be paid on hourly basis, based on approved resource timesheet.
14.	Under the response requirements, number 2 of "Detailed response to the following" asks for a "Work Plan". Please confirm that this will be required as it does not seem applicable to a "Staff Augmentation" SOW?
MMB Response:	True, the State is seeking staff augmentation. However, the State was hopeful of gaining some insight in how the proposed Project Manager would conduct/lead the project. The work plan will be valuable in helping us score the Project Manager resume(s) submitted. This "work plan" is not necessary for other positions, but helpful for evaluating any Project Manager candidates.
15.	For the "Upgrade Staff Augmentation", the SOW states the following: "Indicate your recommendations for the amount of time this individual is required." Please clarify what MMB expectations are to satisfy this requirement? Since this SOW indicates that MMB intent is to select one or more vendors to provide resources on a staff augmentation basis for this engagements, we assume that MMB will have the discretion to determine the amount of time each selected resource is required. Please confirm.
MMB	True, the State ultimately will determine the amount of time each resource will be

Response:	required. The State was hoping to gain some insight into prior engagements by an Upgrade Specialist as to the length of time typical for this effort. Our expectation without that information is that we would require this position relatively near the start of the project and would require the position for several months to complete the initiatl upgrade tasks to prepare the environment for developers to perform any further customizations and testing.
16.	Since you indicate that the Project Manager (PM) role will be full-time at times and part-time at times, would you consider one PM for both projects?
MMB Response:	Yes, see answer to Question #14 as well. We are hopeful to find one qualified Project Manager for both projects and in that event, we would expect the PM would be full time for the duration of the project.
17.	Are the remaining positions (outside of the PM); Business Analyst (both projects), Technical Analyst (HRMS only), and Technical Developer/Analysts full-time contract positions for the duration of the contract?
MMB Response:	See above answers also. We do anticipate full time positions while they are needed, but not all required for the full duration.
18.	In the SOW Evaluation process you have "The vendor should also provide representative resumes for staff available for additional Business Staff Augmentation and Technical Staff Augmentation. These will provide the State a sense of the breadth of expertise available from the vendor should the State choose to obtain additional resources. The State will review the expertise of each consultant and reject or accept each consultant individually." Representative resumes generally indicates staff with the available skill set, that may or may not be available for the contract. However in the addendum you indicate that we cannot substitute candidates for the later positions. Can you please clarify what will and will not be accepted?
MMB Response:	This language should have been removed. We are only looking for and are only allowed to score and select candidates based on specific resumes. We do not need any representative resumes. We only request resumes of actual candidates for these roles
19.	As a follow up to the prior question, if you will not consider replacements candidates, can you provide a more specific date range for the positions that won't start immediately (non-PM or BA roles)? Approximately 3 months after the start of the project is a little vague to coordinate with our existing consultants and their current contract end dates.
MMB Response:	We wish we could be more precise. We can only anticipate what the project plan will look like at this time, based on our previous experiences with other PeopleSoft modules. Based on that, we anticipate needing the system administrator relatively soon (30-60 days from start) and developers(3-4 months after start.
20.	In the Note about cost scoring, you indicate the evaluation will be done assuming one year engagements; in order for us to properly represent this opportunity to our consultants, could you confirm/clarify planned engagement durations for the different roles?
MMB Response:	We anticipate one year roles for PM, BAs, and System Administrator. We anticipate 9 month roles for developers. But, this is dependent on the project plan that needs to be developed.
	Previously published (8/14) Q&A:

1.	Are all contractors expected to be on board at project start?
	No. We are looking for contractors, especially those with experience in managing this type of project to have insight into the likely timeframes for the various positions. The State has previous experience with upgrades. We believe that the Project Manager and Business Analyst positions are needed immediately. We believe the "Upgrader" and "System Administrator" positions are needed soon after the project start (2-6 weeks after project start). We believe the developer and EPM positions are probably needed about 2-3 months after the project start.
2.	If contractors are not needed immediately, can we substitute other candidates when they are needed?
	No. The State evaluation process requires us to score only the submitted candidates. Additional candidates may not be submitted later. You should submit only the candidates that you believe will be available to meet the needs and timing of the project. It is possible that the State will seek additional candidates through additional Statements of Work or other contract options if the State determines the available candidates do not meet the needs of the project. This is not a guarantee that additional solicitations are forthcoming.